

## **Cross-Cutting Training Forum User's Guide**

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This Forum has been established to enable the DOE, Federal, and Contractor community to communicate rapidly with each other regarding prospective training course needs/development efforts. Through this Forum, authorized individuals will be able to identify new training needs to one another and indicate potential opportunities for sharing existing resources. This guide is intended to help the user best utilize the Cross-Cutting Training Forum Web Program.

### **POLICY**

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### **MAIN MENU**

#### *View Request Options*

- [View a list of All Request Threads](#)
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## **PURPOSE**

To establish the policy and procedure which govern the mechanism that will allow the DOE Federal and Contractor community an efficient and effective means for minimizing duplication of training development.

## **OBJECTIVE**

To provide opportunities and a process to federal and contractor employees to make inquiries of a common database for courses that are being or have been developed to prevent duplicative development of course(s).

## **SCOPE**

The Cross-Cutting Training Forum is a forum for posting training needs prior to beginning the development of those needs, sharing course information, ideas, lessons learned, and solutions to problems in a defined topical area of interest to the Department. This Forum, when properly used, will increase the performance relative to the cost-effective and efficient development of training.

## **RESPONSIBILITIES**

The Forum has been created by the Department of Energy (DOE) for use by DOE or DOE-contractor employees on computer systems belonging to the Federal Government. The standard for ListServ messages shall be the same as the standards that apply to the use of Government-owned computers and communication systems. For example, ListServ messages must not include:

- Classified, sensitive, or other restricted use information
- Copyrighted or proprietary information
- Personnel records or other information restricted from public dissemination (Privacy Act)
- Commercial solicitations, including advertisements for products and services and job postings
- Obscene or libelous material

Forum subscribers must observe and practice established standards of courtesy for business communication.

By subscribing to the Business Plan Task 02-02 Cross-cutting Training Forum, you will agree to abide by these conditions of participation. Failure to comply with this policy will result in removal of access privileges from the Forum. Depending on the infraction, other DOE sanctioned actions could be involved.

## **POINTS OF CONTACT**

Tanya Lockett, Office of Training and Human Resource Development - (202) 426-1516,  
[tanya.lockett@hq.doe.gov](mailto:tanya.lockett@hq.doe.gov)

Linda Clawson, Albuquerque-DOE - (505) 845-4964, [LCLAWSON@DOEAL.GOV](mailto:LCLAWSON@DOEAL.GOV)

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## MAIN MENU

There are four functional areas to choose from the Main Menu screen:

**View Request Options**

**Request Submissions Options**

**Phone Book Options**

**Administrative Options**

**VIEW REQUEST OPTIONS** provides the user with different ways to view training need requests, respond to training need requests, and view all replies related to each request. Three different options are available to choose from:

**View a List of All Request Threads** - Allows the user to view a summary list of all the initial training requests submitted. A thread is an initial training needs request and all the replies associated with it. When this option is selected from the main menu, it is displayed in the following table format:

<u>Title</u>	<b>Date</b>	<u>Sender</u>	Summarized?	Last Reply Date	Reply #s and %
<a href="#">Temporary example</a>	08/09/1999	(BBWI) <a href="#">Bob Wilson</a>	No		0 / 0%
<a href="#">Hazardous Analysis for Nuclear Explosive Operations</a>	07/19/1999	(ALO) <a href="#">Susan Davis</a>	No	07/22/1999	2 / 4.35%
<a href="#">Need a Procedure Writer's Course</a>	07/14/1999	(BBWI) <a href="#">Mike Wells</a>	No		0 / 0%
<a href="#">META-DISCUSSION AND ADMINISTRATIVE NOTES RE: SCT TOOL</a>	06/10/1999	(BBWI) <a href="#">Dave Brown</a>	No	07/24/1999	3 / 6.52%
My preference when viewing threads is to: <input checked="" type="radio"/> View the 'Acknowledged / NTA' responses, <input type="radio"/> Hide the 'Acknowledged / NTA' responses.					
<input type="button" value="Save My Preference"/>					

The user has the option of sorting the list by Title, Date, or Sender simply by mouse-clicking on the underlined text in the header (shaded) row. The sorted column is noted in red text.

The Date is the day the initial request was submitted. This column is sorted in descending order (newest to oldest).

The Sender column can be sorted in alphabetically order by last name. This column displays the name of the sender and the Organization/Site associated with the Sender. The user can email any person whose name is underlined in the Sender column by mouse-clicking on the sender's name.

The Summarized column displays a yes or no.

The Reply #s and % column displays the actual number of replies and percentages of sites that have responded to the initial request.

The Last Reply Date is the submittal date of the last person who replied to this request.

Selecting one of the preferences, View the Acknowledged/NTA (nothing to add) or Hide the Acknowledged/NTA responses, will allow the user to view or hide the responses stating they having nothing to add to this request. These responses will/won't be displayed when the user selects from the list in the Title column.

**NOTE:** The NTA responses are in conformance of a Cross-Cutting Training Forum standard stating that at least one individual from each SITE should reply to every initial request submitted.

The Title column can be sorted in alphabetically order. To respond to a request or display a request in greater detail, mouse-click on the Request title. The "**Thread for an Initial Request Screen**" is displayed:

### *Thread for an Initial Request Screen*

Mouse clicking on this option in the Main Menu displays the following screen:

#### **NOTE:**

- The table displayed below the Initial Request includes all the responses related to the request.
- [Reply to this Request](#) and [Show Non-Responding Sites](#) are additional features as further described in the following subsections.

### **Thread for an Initial Request**

**Initial Request:** Initial Request - META-DISCUSSION AND ADMINISTRATIVE NOTES RE: SCT TOOL  
**Date:** 06/10/1999  
**Needed By:** 06/23/1999  
**Requester:** (BBWI) [Bill Rodgers](#)  
**Facility Contact:** Bill Rodgers brodgers@somewhere.gov (803) 304-2521  
**Category (Categories):**  
[Reply to this Request](#)    [Show Non-Responding Sites](#)

#### **Initial Request:**

**Course Description:** This thread is the only non-course request thread in the system. This thread is present to provide a platform for submitting suggestions for improvement to the SCT tool. Please make any comments for improvement that you feel are appropriate, and an INEEL Team Member will address each comment/question.

**Goal and Driver of Course:** The purpose of this thread is to capture comments as we go.

**Intended Audience:** The DOE Training Team.

**Other Information:**

Type	Title	Date	Sender	Message
Ditto to Request	Reply to - META-DISCUSSION AND ADMINISTRATIVE NOTES RE: SCT TOOL	07/14/1999	(BBWI) <a href="#">John Lewis</a>	This is a test
Possible Course	Reply to - META-DISCUSSION AND ADMINISTRATIVE NOTES RE: SCT TOOL	07/24/1999	(ALO) <a href="#">Betty Jones</a>	I may have a course

### *Responding to a Request*

To respond to a training request, mouse-click on the underlined text [Reply to this Request](#) in the Thread for Initial Request screen.

### Reply Form

Your Name: **John Lewis**

Subject of the Reply:

Type of Reply:

#### Message Being Replied To:

**Subject:** Initial Request - Hazardous Analysis for Nuclear Explosive Operations  
**Sender:** Susan Davis  
**Course Description:** To provide detailed direction for the performance and documentation of hazard analyses for specific nuclear explosive operations at the Pantex Plant through/by: 1. An understanding of applicable requirements/expectations. 2. An understanding of hazard analysis goals, benefits and limitations. 3. A General understanding of hazard analysis techniques. 4. Improving the quality of HAs. 5. Increasing efficiencies in HA process. 6. Incorporating Lessons Learned from the W69, W56, W79, W76, W62, etc. 7. Focusing on overcoming specific problems from the past (control derivation and documentation). 8. A thorough understanding of the DOE-STD-3009 HA approach and how it is intended to be tailored for nuclear explosive operations. 9. Using W78 Program as an example (lead into the kickoff of the W78 HAR)  
**Goal and Driver of Course:** Don't know yet  
**Intended Audience:** Target Audience: People who Conduct the analysis Review the analysis Approve the analysis Implement the results of the analysis  
**Other Information:**  
**Course Length:** 40  
**Desired Delivery Method:** classroom/stand up

Message:

Training Dollars Saved through re-use of existing course or sharing of development (Only for Summarizations):

Send this Reply

The responder will need to select the Type of Reply from the drop-down list. The list to choose from includes:

- Acknowledged/NTA - The NTA (nothing to add) responses are the result of a Cross-Cutting Training Forum standard stating that an individual from each SITE should reply to every initial request submitted
- Ditto to Request - request the same course
- Possible Course - identifies a course that may meet the requestor's needs
- Other - any other pertinent information that may be of help related to the request.
- Summarization - the original requestor or any individual who selected "Ditto to Request" will select this reply to closeout the request.

In the message box, enter an appropriate comment.

A special feature of the Cross-Cutting Training Forum program is the ability to track the amount of dollars saved on duplicated training courses by user participation in this program. User's can record the amount saved for a particular request by entering that amount in the Training Dollars Saved input box. If the reply is a summarization, then it is recommended to enter the dollar amount saved in this box.

The responder must mouse-click on the Send this Reply button to submit their response.

### Show Non-Responding Sites

To view a list of all the sites that have not responded to the original request, mouse-click on the

underlined text [Show Non-Responding Sites in the Thread for Initial Request](#) screen.

The following companies have not yet replied to the initial request titled 'Hazardous Analysis for Nuclear Explosive Operations':	
Site Name	Site Description
Affrex	Affrex
ALO	Albuquerque Operations Office
ASA	Allied Signal Aerospace
BBWI	Bechtel Babcock Wilcox Idaho

### ***View a List of All Request/Responses***

This option allows the user to view a summary of all training requests and responses to request posted on the Cross-Cutting Training Forum. When this option is selected from the main menu, it is displayed in the following table format:

<a href="#">Title</a>	<a href="#">Date</a>	<a href="#">Sender</a>	<a href="#">Type</a>
<a href="#">General Employee Training</a>	08/09/1999	(BBWI) <a href="#">Bob Wilson</a>	Initial Request
<a href="#">Reply to - META-DISCUSSION AND ADMINISTRATIVE NOTES RE: SCT TOOL</a>	07/24/1999	(ALO) <a href="#">Susan Davis</a>	Possible Course
<a href="#">Reply to - Initial Request - Hazard Analysis for Nuclear Explosive Operations</a>	07/22/1999	(WSRC) <a href="#">Mike Wells</a>	Acknowledged / NTA

**NOTE:** This table is formatted similar to the [View a List of All Request Threads](#) with the exception of a few columns. This table does not provide a "Summarized", "Date of Last Replies", "# of Replies and %" columns. The Type column is an additional column not included in the View a List of All Request Threads.

Mouse-clicking on the title of a **Reply to** in the *View a List of All Request Thread* menu will bring up the Response View Page:

## **Response View Page**

**Subject of Response:** [Reply to - Initial Request - Hazard Analysis for Nuclear Explosive Operations](#)  
**Date:** 07/22/1999  
**Responder:** (WSRC) [Bill Rodgers](#)  
**Response Type:** Acknowledged / NTA  
**Initial Request:** [Initial Request - Hazardous Analysis for Nuclear Explosive Operations](#)

[Comment on or Reply to this Response](#)

### **Response:**

SRS does not have a course that deals with explosive hazard analysis.

If the user selects Initial Request from this screen, the "Thread for Initial Request" screen will be

displayed as described in a [previous section](#).

Selecting the Comment on or Reply to this Response will take the user to the "Reply Form" as described in a [previous section](#).

### ***Search for a Keyword in the Requests/Responses***

This main menu option allows a user to search for a **single-word** occurrence or **phrase** (enclosed with quotes) anywhere in the initial requests and replies posted on Cross-Cutting Training Forum. The outcome of the search is displayed in a table similar to "[View a List of All Request/Responses](#)" screen.

### ***Site Statistics Page***

This main menu option allows the user to view the participation and savings statistics associated with a request as displayed below:

**NOTE:** Savings reported for each site is a user-inputted option. The amount can be entered on the [Reply form](#) as mentioned in a previous section.

#### **Sites' Statistics Page**

Site Name	Site Description	# of Initial Requests	% Initials Replied To	Savings Reported
BBWI	Bechtel Babcock Wilcox Idaho	3	25%	0
ALO	Albuquerque Operations Office	1	25%	0
ID	Idaho Operations Office	0	0%	0
RLO	Richland Operations Office	0	0%	0
RFO	Rocky Flats Operations Office	0	0%	0
HFD	Hanford Flor Daniels	0	0%	0
SRO	Savannah River Operations	0	0%	0
LANL	Los Alamos National Laboratory (University of California)	0	0%	0
LMES	Lockheed Martin Energy Systems	0	0%	0

Total Initial Requests	4
Total Replies	5
Total Savings Reported	0

## REQUEST SUBMISSION OPTIONS

### *Submit a New Request*

To process a new request, select *Submit a New Request* from the main menu. The following screen is displayed:

### New Request Form

Your Name:	Jane Thompson
Title of the Request:	<input type="text"/>
Date Needed By (optional):	<input type="text"/>
Contact Name, Email, and Phone:	Jane Thompson, janet@somehwere.gov, (208) 526-0009
Category (Multiple categories may be selected by holding the ctrl key down and clicking once on each of the desired categories):	<div> Professional Development  Engineering Sciences (Civil, Structural)  Management Finance and Budgets  Nuclear Safety, Criticality Safety  Administration, Orientation and Awareness  Nuclear Theory, Processes  Nuclear Weapons, Nuclear Fuel Cycle  Oversight, Conduct of Assessments </div>
Course Length in Hours:	<input type="text"/>
Desired Method of Delivery:	<input type="text"/>

*Title of the Request:* Enter a brief detailed description of the training requested.

*Date Needed By:* Enter the date in a date format (i.e, 7/20/99, 7/20/1999) or leave the input box blank.

**NOTE:** Entering any other text will generate an error message (i.e., ASAP).

*Contact Name, Email, and Phone:* This information by default will contain the name of the individual who logged onto Cross-Cutting Training Forum. Another name, email, and phone number may be entered in place of the default name.

*Category:* The categories listed in the list box are based on general training categories amongst the different organizations/sites. More than one category may be selected by continuously holding down the control key and selecting the categories associated with the training desired.

**NOTE:** The user can request a new category by contacting one of the [Points of Contacts](#) as described in a previous section..

*Course Length in Hours:* Enter the desired length of the course in hour increments.

*Desired Method of Delivery:* Enter the method of course delivery preferred (i.e., classroom, computer-based training, web-based training, etc.)

*Course Description, Goal and Driver, Intended Audience, and Other Information* input boxes not shown above will be displayed on the screen as well. Even though these input boxes allow for a large amount of text to be entered, the information should be brief and specific.



**NOTE:**

- By mouse-clicking on the Send this New Request button, the request title will be submitted to everyone in the Cross-Training Forums circuit that has an email id, and has opted to receive all information regarding the specific category submitted (see the [Phone Book](#) section for more information on selecting categories to receive via email). To view more information on the request, the user will have a link in the email directed to the specific Web Page.
- The request is sent out using the User's Web browser default mail client. If the email application isn't working properly, the user should contact their system administrator to setup Web browser mail client.

**PHONE BOOK OPTIONS**

The phone book contains a list of names and relevant information on the individuals participating in the Cross-Cutting Training Forum program. It also allows the user to control what items the user will receive by email.

*View the Phone Book* - mouse-clicking on this item will provide the following options to select from:

## Phone Book

[Keyword Search](#) [Alpha Listing](#) [Show All](#)

Please click on one of the following letters to view a list of users whose **last name** begins with that letter.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [V](#) [W](#) [Y](#)

**Keyword Search:** This option allows the user to search the address book for any information listed in the phone book (i.e., name, Organization/Site, address, email, etc.). This search function allows for one word searches or phrase searches (i.e., entering **@doeal.gov** into the search box will display everyone whose email address contains **@doeal.gov**).

**Alpha Listing:** As shown above, allows the user to select an alpha character to display all individuals whose last name begins with the character selected.

**Show All:** Allows the user to scroll through all the records in the address book. The amount of records shown on the screen at a time depends on the *# of Rows* the user has specified to view as shown below in the drop-down list box. The user can scroll forward or backward by mouse-clicking on the appropriate buttons.

Record **1** through Record **5**      # of Rows: **5**

Back      Forward

No matter what option has been chosen to view or sort by, all information is displayed in a standard table format as shown below:

Name	Email	Phone	
Betty Jones	bettyj@somewhere.gov	(505) 845-7272	<a href="#">Details</a>
Susan Davis	sdavis@somewhere.gov	(202) 426-3333	<a href="#">Details</a>
Jane Thompson	janet@somewhere.gov	(803) 208-1111	<a href="#">Details</a>
Bill Rodgers	billrodg@somewhere.gov	(803) 304-2521	<a href="#">Details</a>
Dave Brown	dbrown@somewhere.gov	(509) 372-0001	<a href="#">Details</a>

**NOTE:**

- The user can select an individual's email address to correspond with by mouse-clicking on the email name. This applies to all screens within Cross-Cutting Training Forum that display the email names.
- If the email application isn't working properly, the user should contact their system administrator to setup their Web browser mail client.

By selecting Details from the above screen, the user will be able to view the following information:

Jane Thompson			
Organization/Site:	<b>BBWI</b>	Website:	
Phone:	<b>208 526 3083</b>	Email:	<a href="mailto:janet@somewhere.gov">janet@somewhere.gov</a>
Alt Phone:		Fax:	<b>(208) 526-0009</b>
User Name:	<b>janet</b>	User Rights:	<b>Administrator</b>
User Status: The User is <b>Active</b>			
Address:			
Description:			

[Edit Account Information](#)

Edit Account Information: By selecting this option, the user can access/edit the following information with certain limitations:

Please update the information below and press the submit information button. \* Required Field.

First Name *	<input type="text" value="Jane"/>	Address 1	<input type="text"/>
Last Name *	<input type="text" value="Thompson"/>	Address 2	<input type="text"/>
Middle Initial	<input type="text"/>	City	<input type="text" value="Idaho Falls"/>
Organization/Site	<input type="text" value="BBWI"/> ▼	State	<input type="text" value="ID"/>
Phone 1 *	<input type="text" value="208 526-3083"/>	ZipCode	<input type="text" value="83415"/>
Phone 2	<input type="text"/>	ZipCode Extension	<input type="text"/>
Fax	<input type="text" value="208 526-0009"/>	email Address *	<input type="text" value="jthompson@somewhere.gov"/>
Description	<input type="text"/>	Web Site	<input type="text"/>
Login Name *	<input type="text" value="bob"/>	email delivery	<input checked="" type="radio"/> Initial Requests and Replies <input type="radio"/> Initial Requests Only <input type="radio"/> Neither Initial nor Replies
Password *	<input type="password" value="*****"/>		
Confirm Password *	<input type="password" value="*****"/>		

[Select the training categories you wish to receive via email.](#)

Submit Information

Clear Form

**NOTE:** All items marked with an \* are required. These fields (boxes) can not be left blank.

- In this screen, the user has access to change their information.
- To save any changes made, the user must mouse click on the Submit Information button.

*First Name, Last Name, Middle Initial:* The first and last name are required entries.

*Organization:* Select the Organization/Site from the drop-down list box. Abbreviations and acronyms are preferred since the Organization information is displayed in other areas of the Cross-Cutting Training Forums Program.

**NOTE:** If the Organization/Site is not identified in the list, select Other as a temporary location status. Contact the System Administrator to be added to the list.

*Phone 1, Phone 2, Fax:* Phone 1 is a required entry.

*Description:* Miscellaneous information may be entered in this field

*Login Name:* Also known as User Name. Since the Cross-Cutting Training Forum is a Limited Access Program, the user must have a login name and password. The login name is a required entry and can be modified by the user.

*Password and Confirm Password:* If the user opts to change their password, they must also type in the same new password in the confirm password input box. Both entries are required.

*Address, City, State, Zip:* These entries are not required.

*Email Address:* This information is a vital entry in relation to the Cross-Cutting Training Forum. The complete email address must be entered into this field.

*Website:* The URL address to the user's Organization/Site Website (optional field).

*Email Delivery:* This option allows the user to select one of three choices regarding information received via email by participants in the Cross-Cutting Training Forum. The default choice is to receive all initial request and responses. The user can turn off the email feature by selecting "Neither Initial or Replies".

**NOTE:** If the user turns off the email feature, it is important that he/she periodically checks the Cross-Cutting Training Forum for new request/replies.

*Select the training categories you wish to receive by email -* The user may select from a list of categories to receive via email as shown below (only applicable if the email feature was not turned off in the Email Delivery option):

Categories You Do Not Want to Receive:	Categories You Will Receive:
<a href="#">Engineering Sciences (Civil, Structural)</a> <a href="#">Environmental</a> <a href="#">Nuclear Safety, Criticality Safety</a> <a href="#">Oversight, Conduct of Assessments</a> <a href="#">Safety and Health, Industrial Safety</a>	<a href="#">Administration, Orientation and Awareness</a> <a href="#">Management Finance and Budgets</a> <a href="#">Nuclear Theory, Processes</a> <a href="#">Nuclear Weapons, Nuclear Fuel Cycle</a> <a href="#">Physical Science and Mathematics</a> <a href="#">Professional Development</a> <a href="#">Safeguards and Security</a> <a href="#">Supervisory Skills</a> <a href="#">Technology Transfer and Licensing</a>

Return to my User Account.

This screen has a toggle (autoswitch) feature. The user can mouse-click any subject in the "Categories You Will Receive" column and the information will be transferred into the "Categories You Do Not Want to Receive" column and visa versa. Multiple categories may be selected.

## **ADMINISTRATIVE OPTIONS**

*Logoff the Cross-Cutting Training Forum* - logs the user out of the program.

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For questions/comments on the User's Guide, please contact Susie Laflin @ (208) 526-2412.